Shark Conservation Fund

Grants & Operations Manager

Shark Conservation Fund Overview

The Shark Conservation Fund is a collaboration of philanthropists established in 2016 dedicated to restoring ocean health through sweeping shark and ray conservation. Its goals are to halt the overexploitation of the world's sharks and rays, prevent extinctions, reverse population declines, and restore imperiled species through strategic and catalytic grantmaking. To achieve these goals, we focus on three main objectives:

- **Fisheries management reforms** that reduce mortality for species primarily threatened by trade.
- **Prevent extinctions** of threatened species that are not traded.
- **Identify & protect important shark areas** in new or modified marine protected areas.

The Shark Conservation Fund is a sponsored project of Rockefeller Philanthropy Advisors.

Grants & Operations Manager Position Overview

The Grants & Operations Manager is responsible for managing grant documents, processes, systems, and communicating with Shark Conservation Fund leadership, staff, grantees and RPA to promote and apply best practices for effective grantmaking. The position reports to the Executive Director and will work remotely.

Responsibilities: The Grants and Operations Manager is responsible for supporting the administration and operations of the Shark Conservation Fund. Specific responsibilities include:

- Maintain outgoing grants in Fluxx grants management system including:
  - Maintaining a strong relationship with main program and finance contacts at Rockefeller Philanthropy Advisors.
  - Managing grant data in Fluxx grants management system.
  - Maintaining key contact data for grantees in Fluxx grants management system.
  - Working closely with grantees through all steps of the grant application process.
  - Assisting with obtaining necessary legal and due diligence documents from prospective grantees for Rockefeller Philanthropy Advisors.
  - Managing grants pipeline/workflow and help facilitate Rockefeller Philanthropy Advisors in drafting grant agreements and amendments.
  - Maintaining payment planning timelines and monitoring/recording actual payments.
  - Tracking proposal, renewal and reporting timelines and other key dates for outgoing grants.

- Support management of Shark Conservation Fund incoming grants from Members and financial supporters including:
  - Tracking deadlines for submitting proposals and reports.

- Assisting with writing and editing reports and proposals.

- Provide logistical and other support for Board meetings and calls including:
  - Providing logistical support for Board meetings and calls, including securing venues, accommodations, and food for semi-annual Board meetings.
  - Supporting the compilation and distribution of Board Meeting documents.

- Conduct basic financial management tasks including:
  - Processing contracts and payments.
  - Reconciling Shark Conservation Fund and Rockefeller Philanthropy Advisors financial records.
  - Assisting the Executive Director in developing annual budgets
  - Working with Rockefeller Philanthropy Advisors finance staff to develop fiscal reports that track prospective receipts and expenditures to assist in financial planning.

- Support the Executive Director and Program Staff including:
  - Arranging meetings and calls.
  - Conducting research.
  - Running grant reports via Fluxx by request.

Qualifications

- Bachelor's degree required
- Minimum of 3 years experience in grants management or philanthropy
- Experience with Fluxx strongly preferred
- Professional administrative support experience preferred
- Strong oral and written communications skills
- Ability to work independently and in close collaboration
- Fluency with data, spreadsheet, online systems and information management
- Successful applicant based-in the Baltimore, Washington, DC region preferred

Compensation: This is a remote, full-time, exempt position based in the United States. The compensation range is from $70,000 to $90,000 per year, commensurate with experience and accomplishment. The salary range is one component of the total compensation package for employees. We offer a generous benefits package including health coverage, retirement benefits, paid sick leave, vacation, and holidays.

Contact: Please submit a cover letter and resume to info@sharksandrays.org. All inquiries and discussions will be considered strictly confidential.

The Shark Conservation Fund and its fiscal sponsor, Rockefeller Philanthropy Advisors, are equal opportunity employers and we value diversity at our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.